Approved For Release 2005/11/25 CA RDP58-00039A00020 Office Memorandum UNITED STATES GOVERNMENT

: Chief, Plans & Research Staff/TR TO

DATE: 13 January 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 2

- SIGNIFICANT ITEMS None I.
- OTHER ITEMS II.
 - Status of New T/O

Branch, OTR, courier on this date.

The Classification and Wage Division, Personnel Office, have received a copy of the Management Report which will be used by them as a basis for the

	MC !	0	survey of the proposed Office of Training T/O. This Classification Survey	
1	8	Syx	will be undertaken on a school-by-school and staff-by-staff basis with each OTR organizational component being completed before work is begun on the next	
•	Ċ.	្នួនច	component.	
	2	5 K :	Component.	
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	DOG:		20.2	
		<u>ö [ii</u> =		
	ا ا		2. Use of Storage Space by Logistics Office The initial ship-	
5X	\f		ment of Logistics material was received at on	25X1
	6	رية المراقبة الرية المراقبة الرية المراقبة	7 January 1955.	
	1		Mo Budget Figgel Officer	
	1	(Coal)	3. Welfare Activities Audit Report The Budget Fiscal Officer, OTR, arranged for the execution of the documents requested in the subject	
	Ç.	밁	Audit Report and transmitted them to the Comptroller's Office.	
		漢機能	A · · · · · · · · · · · · · · · · · · ·	;
5X	1	- 42 (I)	Ö C	
			Rental of additional for the Assessment and Evaluation	05)/4
	1 3	σ.	Rental of additional for the Assessment and Evaluation Staff was requisitioned on 6 January 1955. This equipment will be contracted	25X1
			for a monthly basis of \$745.80.	
	4,3		of for a monthly basis of ψ[+7.00.	
	2	e : 5	D. Transportation of Film between Buildings and 14	25X1
	O'S		11	
		بَدُّ بِينَّ رُّ - الله الله الله الله الله الله الله الل	The transportation of film between these buildings by the regular	
	្ន័ះ	<u> </u>	CIA courier proved unsatisfactory and consequently was discontinued on ll January 1955. This transportation was resumed by the Administrative	
	frank b		- II January 1900. This transportation was resumed by one Admitted active	

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E.	Administrative Branch Personnel Changes			
	left the Records and Registrar Section to assume			
her dut	les in the PP Staff Training Office on 10 January 1955.			
	is now Acting Registrar. joined this Section			
as an Assistant Registrar.				
F.	Logistics Office review of Registrar's Records			
Two representatives from the Logistics Office have recently completed a review of the training records on Logistics Office personnel. This involved, among other things, photographing training cards for Logistical personnel.				
G.	Promotion Policies for External Trainees			
collabor	The chairman of the OTR Career Service Board has requested the anguage & External Training School and the Personnel Officer to rate in the preparation of a staff study relative to an OTR promotion on trainees in External Training.			

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I. External Training Semi-annual Report

The Budget Fiscal Officer, OTR, has completed and transmitted to the Language & External Training School his portion of the subject report.

J. Report of Waivers and Deferments of Training Standards

The Registrar's monthly report of Waivers and Deferments of Training standards was forwarded to the Director of Training on 11 January 1955.

K. Career Plans

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The Personnel Section has received numerous requests from various components of OTR relative to the approach to be followed in the preparation of Career Plans. As a result, the Personnel Office will issue a guide on Career Planning in order to assist OTR individuals in the preparation and development of Career Plans. This guide will be presented in draft form to the OTR Career Service Board for review and approval prior to distribution.